

Building Results-Oriented Performance Plans

This course will assist employees in developing solid performance plans that are aligned with organizational goals and include results-oriented elements and credible measures.

The course is divided into three modules: Alignment, Results-Focused, and Credible Measures. A quiz follows each module. In order to receive a certificate of completion for each module, employees must pass each quiz. The total time to complete all three modules is 53 minutes.

Print this email. Please use the following directions to access this LMS training.

1. Access the LMS at <http://e-learning.doc.gov/>
2. Click “Log On” and use your DOC email address as your login
For example: first try Firstname_Lastname@ita.doc.gov if that is your correct email, or; use Firstname.Lastname@mail.doc.gov if the first one does not work
3. Enter your LMS Password. If you have never used LMS your password is "DOC"
4. Click the radio button “Entire Catalog” and click “Search”
5. Enter "Building Results-Oriented Performance Plans” and click "Advanced Search"
6. Click on the name of the first module
7. Click on register. This will place the first module in your "My courses"
8. Click the “Back” button
9. Click on module 2 and then click register. Click on module 3 and then click register
You have now registered for all modules and then are stored in your "My classes"
10. To begin the class, click on “My Courses”
11. Click on the class name and complete all three modules

Please contact Carol_Davison@ita.doc.gov or call 202-482-2537 with any related LMS questions.